THE ART OF SHORT-WRITING

According to

TACHYGRAPHY,

First Composed by

Mr. *THOMAS SHELTON*,

and approved by both Universities.

In which variety of Examples to each Rule are drawn.

Also Mr. *Jeremy Rich* his Method of Contractions by Ideas and Symbolical Characters, improved to the Rules and Method of this, with great ease, and no less Pleasure and Delight. And divers Eminent Histories out of the Old and New Testament are represented in Words at length, and also Characters; together with a Table or Copy of Characters often to be Writ over. And lastly, how to express the Terms of the Law in Characters.

LONDON,

Printed for *W. Whitwood*, next door to the Crown Tavern in *Smith-Field*, 1684.

1042. c 32

THE PREFACE TO THE READER.

Courteous Reader,

WE here present thee with a new method of Tachy-graphy, or Short-writing, which for its excellency cannot be sufficiently commended; This which now we offer unto thee, was first invented by Mr. Thomas Shelton, of whose Abilities in this Art for to speak, were to shew the light of the Sun by a Candle; for by his industrious Works how many thousands in London (then much more in all England) have been instructed to handle the Pen of the Ready writer: To which we have added Mr. Riche's Ideas and Symbolical Characters, that nothing may be wanting for the compleat-

ing of this excellent Art, which may be advantagious to the ſtudious Practitioners thereof. And altho divers have publiſhed ſeveral Methods of ſhort Writing, yet among them all, none have been ſo generally received and practiſed as this, being approved by both Univerſities, of the moſt knowing and underſtanding Perſons, which being now more exactly compleated by variety of Examples, and other choice Varieties, we doubt not will be found the moſt exact Method now Extant.

As for the original of this moſt excellent Art, and to whom Poſterity ſtands indebted for the invention thereof, it is not certainly known, onely we read in Dion, *that* Mecœnas *that great Favorite of* Auguſtus Cæſar, *and favourer of Learning, did firſt find out certain Notes or Figures*, ad celeritatem Scribendi, *for the ſpeedier diſpatch of Writing: and* Julius Cæſar *before him, when he firſt began to think of the* Roman *Monarchy, in his Letters to his more private and tried Friends, uſed thoſe Characters, which*

which the Latines *call* Ciphræ; *that if by misfortune they ſhould be intercepted, the Contents of them ſhould not be underſtood,* ne obvia Literarum lectio cuivis eſſet. Auguſtus, *one of the greateſt Politicks of the world, had another kind of obſcure Writing, for in his Letters of more Secreſie and Importance, he always uſed to put the Letter immediately following in the Order of the Alphabet. But that Writing and Cyphering were more Ancient than thus,* Tacitus *doth affirm, with whom alſo agreeth* Lucan, *in theſe words.*

Phœnices primi (famæ ſi creditur) auſi,
Manſuram rudibus vocem ſignare figuris.

Phœnicians *firſt* (*if Fame be credit worth*)
Dar'd in rude Characters our words ſet forth.

Now at this day every exercis'd Stateſman hath a peculiar way by himſelf, underſtood by none but thoſe who have the

Clavis

Clavis *or Key to unlock them. As for this way of Writing or Cyphering, which here we have set forth, it is found by experience to be the most easy, profitable, and expeditious of any other, being neither stuffed with superfluity of reiterated matter, to confound the memory of the Reader, nor defective in any thing conducible to the attaining a Perfection in this admirable Art. Peruse, and after tryal judge.*

Vale.

IN

IN COMMENDATION OF THE BOOK.

IF Writing be eſteem'd ſo great a good,
Whereby men's minds are (diſtant) underſtood,
Then what may we account of this ſame Art,
Which in a little doth ſo much impart:
Like to a little Watch, ſhowing the time
As well as a great Clock, with Bell and Chime;
Or like a well couch'd Speech, ſet forth with Art,
Which in few words much matter doth impart,
That by a ſingle Daſh a word doth place,
Whereby the Pen doth with the Tongue keep pace,
Taking Orations juſt as they were ſpoken,

And

And not the Sence, not yet the Matter
broken,
Thus in one hour there may be writ-
en more,
Then can in *Long-hand* done in half
a ſcore,
Read then, and you will find after due
tryal,
To what is here writ can be no denial

THE

The Alphabet	Double Letters to begin words	Double Letters to end words
A	Ab	Ab
B	Ac	Ac
C	Ad	Ad
D	Ag	Ag
E	Al	Al
F	Am	Am
G	An	An
H	Ap	Ap
I	Ar	Ar
K	As	As
L	At	At
M	Ba	Ba
N	Be	Be
O	Bi	Bi
P	Bl	Bl
Q	Bo	Bo
R	Br	Br
S	Bu	Bu
T	By	By
V	Ca	Ca
W	Ce	Ce
X	Ch	Ch
Y	Ci	Ci
Z	Cl	Cl
	Co	Co
	Cr	Cr
	Cu	Cu
	Da	Da
	De	De
	Di	Di
	Dr	Dr
	Du	Du
	Dy	Dy
	Ea	Ea
	Ec	Ec
	Ed	Ed
	Ef	Ef
	Eg	Eg
	El	El
	Em	Em
	En	En
	Ep	Ep
	Er	Er
	Es	Es
	Et	Et
	Ex	Ex
	Fa	Fa
	Fe	Fe
	Fi	Fi
	Fl	Fl
	Fo	Fo
	Fr	Fr
	Fu	Fu
	Fy	Fy
	Ga	Ga
	Ge	Ge
	Gi	Gi
	Gl	Gl
	Go	Go
	Gr	Gr
	Gu	Gu
	Gy	Gy
	Ha	Ha
	He	He
	Hi	Hi
	Ho	Ho
	Hu	Hu
	Hy	Hy
	Ia	Ia
	Ic	Ic
	Id	Id
	Ig	Ig
	Il	Il
	Im	Im
	In	In
	Ip	Ip
	Ir	Ir
	Is	Is
	It	It
	Ix	Ix
	Ja	Ja
	Je	Je
	Ji	Ji
	Jo	Jo
	Ju	Ju
	Ka	Ka
	Ke	Ke
	Ki	Ki
	Kn	Kn
	Ko	Ko
	Ku	Ku
	Ky	Ky
	La	La
	Le	Le
	Li	Li
	Lo	Lo
	Lu	Lu
	Ly	Ly
	Ma	Ma
	Me	Me
	Mi	Mi
	Mo	Mo
	Mu	Mu
	My	My
	Na	Na
	Ne	Ne
	Ni	Ni
	No	No
	Nu	Nu
	Ny	Ny
	Ob	Ob
	Oc	Oc
	Od	Od
	Of	Of
	Og	Og
	Ol	Ol
	Om	Om
	On	On
	Op	Op
	Or	Or
	Os	Os
	Ot	Ot
	Ox	Ox
	Pa	Pa
	Pe	Pe
	Pi	Pi
	Pl	Pl
	Po	Po
	Pr	Pr
	Pu	Pu
	Py	Py
	Qu	Qu
	Ra	Ra
	Re	Re
	Ri	Ri
	Ro	Ro
	Ru	Ru
	Ry	Ry
	Sa	Sa
	Se	Se
	Si	Si
	Sl	Sl
	So	So
	Sp	Sp
	Sq	Sq
	St	St
	Su	Su
	Sy	Sy
	Ta	Ta
	Te	Te
	Th	Th
	Ti	Ti
	To	To
	Tr	Tr
	Tu	Tu
	Ty	Ty
	Ua	Ua
	Ub	Ub
	Uc	Uc
	Ud	Ud
	Ug	Ug
	Ul	Ul
	Um	Um
	Un	Un
	Up	Up
	Ur	Ur
	Us	Us
	Ut	Ut
	Va	Va
	Ve	Ve
	Vi	Vi
	Vo	Vo
	Vu	Vu
	Wa	Wa
	We	We
	Wh	Wh
	Wi	Wi
	Wo	Wo
	Wr	Wr
	Ya	Ya
	Ye	Ye
	Yo	Yo
	Yr	Yr
	Yu	Yu
	Za	Za
	Ze	Ze
	Zi	Zi
	Zo	Zo
	Zu	Zu

The Alphabet		Double Letters to begin words				Double Letters to end words				(1)
		ah		sh		th		ks		
a		ac		shr		wh		rth		
b		al		shr		sh		kt		
c		ag		tr		ch		rd		
d		af		tw		rt		tl		
e		ap		an		rst		pl		
f		bl		ad		ry		ft		
g		br		in		rm		md		
h		et		hg		rn		mb		
i		er		ch		nt		mn		
k		dr		homet		nst		pt		
l		dw		ntr		nk		nth		
m		ft		eg		ng		sht		
n		fr		ef		nd		lk		
o		gl		hg		ny		mpl		
p		gr		hs		lt		mpr		
q		gn		ig		lst		lth		
r		kn		dg		ls		sq		
ſ		pl		rg		lp		gt		
t		pr		th		ln		mbl		
v		sk		sw		lm				
w		st		vs		sure				
x		sm		vt		ngr				
y z		sn		xt		ngl				

THE ART OF SHORT-WRITING.

CHAP I.

Of the Twenty four Letters.

THESE Letters contain the foundation of the whole Art, and are the firſt thing to be learned, according to their exact Forms ſet down in the Copy, that you may be able perfectly to make any one of them without looking upon your Pattern.

Having got your Alphabet perfect, the next thing to be learned, is the double Conſonants, which are deſcribed in the next Chapter.

CHAP. II.

THE twenty four Letters, except the five Vowels, are commonly called Conſonants, and theſe you are to proceed to make

make, being as in the former Chapter directed perfect in the Alphabet of Letters.

These double Consonants are every one of them made out of the Letters of the Alphabet, which joyned together are fit to begin or end words, and are for that purpose divided into two Columns; the first of them do serve to begin words, and the latter of them serve for the ending of words, in Writing of which observe these Examples. Observe, that you are not to remove the Pen, in making any of these double Letters, as in these Examples.

To write *kn* your *k* alone is thus, ⌒ your *n* alone is thus —, when you are to joyn them draw *n* from the foot of *k* thus ⌒ ; to write *pr* your *p* alone is thus ⌐ , your *r* must be joyned to it thus ⌐r, to write *ſp* your *ſ* alone is thus ſ , joyn *p* to it thus ſ and so of the rest, as you may see in your Copy.

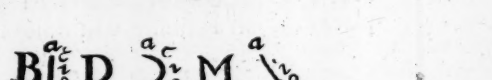
CHAP

CHAP. III.

Of the ſingle Vowels, and how to write words with them.

The ſingle Vowels are theſe five, a, e, i, o, u.

AND in this Art theſe Vowels are never expreſt, unleſs when they begin a word, or when two Vowels come together, but they are to be underſtood by certain places aſſigned to each of them about the ſeveral Letters; as in theſe Examples.



The Vowels are thus placed about any Letter as you ſee them ſtand about theſe, where you ſee that the place of *a* is juſt over the head of the Letter, the place of *e* is juſt even with the upper end of the Letter.

The place of *i* is againſt the middle of the Letter.

The place of *o* is againſt the foot of the letter.

The place of *u* juſt underneath the foot of the Letter.

This is the general direction for all thoſe Letters that are upright or Stoops.

But for thoſe Characters that are flat and

and lye even with the line, as *p* and *n*, they are thus disposed.

P N

Where you see the Vowels placed somewhat differing from the former, yet as convenient for our purpose, the place of *a* is over the middle of the Letter, the place of *u* against it, under the Letter the place of *e*, a little higher then the upper corner the place of *o*, a little beneath the lower corner the place of *i*, just against the middle of it.

CHAP. IV.

Of the use of Vowels and their places.

WHen one Consonant or more begin a word, the Character of that Consonant must be written, and if a Vowel next follow, you must remove your Pen, and in the place of that Vowel write the Letter or Letters that follow disjoyned from the first Consonant or Consonants, as you may observe in this following Page of Examples, in which the usefulness of the double Consonants is more plainly discovered than ever yet was done in the former Book; the Examples follow.

These

These Examples of words begin with the double consonants by which the learner may observe how vsefull they be.

blush	[illegible]	grave	[illegible]	small	[illegible]
blind	[illegible]	grant	[illegible]	snaire	[illegible]
bright	[illegible]	gloomie	[illegible]	snore	[illegible]
breath	[illegible]	knowe	[illegible]	spare	[illegible]
claime	[illegible]	knees	[illegible]	spoile	[illegible]
cleare	[illegible]	place	[illegible]	straight	[illegible]
draw	[illegible]	please	[illegible]	strange	[illegible]
drownd	[illegible]	praise	[illegible]	strife	[illegible]
dwell	[illegible]	prise	[illegible]	true	[illegible]
dwarfe	[illegible]	scorne	[illegible]	truth	[illegible]
flame	[illegible]	scourge	[illegible]	two	[illegible]
flowe	[illegible]	skin	[illegible]	twin	[illegible]
frowne	[illegible]	skill	[illegible]		
fraile	[illegible]	slaine	[illegible]		
glory	[illegible]	slaue	[illegible]		
glance	[illegible]	smite	[illegible]		

These Examples of words spelt
with the double consonants
by which the learner
may observe how
to spell them.

IF a Word begin with a Vowel, then the Character of that vowel muſt be expreſt, as in theſe Examples.

Arm	*Accept*	*Accord*
Enter	*Empty*	*Equall*
Intire	*Intice*	*Inſtruct*
Order	*Offer*	*Open*
Vnder	*Vtter*	*Uſefull.*

If two Vowels come together in the begining of a Word and muſt both be ſounded, then write down the fitſt Vowel, and in the place of the following Vowel ſet the Conſonant that follows.

As in theſe Examples.

Aims	*Juſt*	*Viall*
Airy	*Jew*	*Very*
Eat	*Oile*	*Vice*
Eaſt	*Ovid*	*Vine*

As for Dipthongs, there is no need to trouble the Learner. Becauſe though two Vowels come together in the middle of a Word, yet for the moſt part one of them will ſufficiently ſound the word, as in theſe and the like words.

For { *Eagle*, *Eaſt*, *Wealth* } Write { *Egle*, *Eſt*, *Welth*, } &c.

But

But if there be a neceſſity that both the Vowels muſt be ſounded, then write the Character of the latter Vowels, as in theſe words,

Lions, Poets, &c.

Or elſe by expreſſing a Tittle in the firſt Vowels place, as in theſe words,

Dials, Duels, Giant, Ruin, Roial, &c.

I omit the placing of here and there a Word or two with the Character, becauſe of the following Examples which are contained in the next two Pages, and ſufficient for the Learner for the underſtanding of the Alphabetical Rule, and to improve the knowledge of the Vowels five places about any word.

The

Added		commanit		ended	
advans		corner		elected	
admire		cast		eternall	
admit		called		emptie	
alone		caused		Feare	
alowe		causeth		farr	
alter		Dayes		found	
angel		delight		fault	
among		differ		fame	
aspire		downe		firme	
after		darke		faſt	
anger		dwel		feaſt	
Both		dog		furie	
beauty		dung		Graine	
bounty		durt		greefe	
behould		duſt		groane	
baptiſe		Eate		gripe	
bleſſed		eare		grug	
begin		enter		great	
before		envie		goſpell	
belowe		evill		guiſt	
Careth		even		graute	
cured		effect		god	
curſed		Egiptian		good	

Harme		kindle		most	
holie		kinde		merciefull	
heale		kindneſs		mightie	
halt		knot		Name	
hunt		knit		nature	
helpe		Lawe		nurture	
hate		lames		neglect	
holyneſs		life		nothing	
hurt		lambe		number	
Ioye		longe		now	
if		late		never	
iarr		land		night	
iuſt		lamp		Oile	
Iudge		lump		order	
indure		lott		other	
increaſe		leave		of	
inqurie		leven		obſerve	
ingage		Lord		obtaine	
inward		Many		oblige	
incline		make		ordinance	
Keepe		made		outward	
kick		meditate		offering	
knowe		mortall		Paſse	
king		mercie		pure	

The fifth Chapter.

CONtains variety of Words beginning with the Letters of the Alphabet, and these Pages I call the first Example, by the Alphabet and Vowels places joyned, by which number of Words, the Learner as by a Copy may with delight observe how the Alphabetical Rule alone is improved.

This is the first Table of Examples, in which observe how the Art is by this Rule abbreviated.

I begin with *A*, the first word is *added*, which is thus expreſt; *ad* joyned together and *d* disjoyned ſet in the Vowels place of *e*; the next word is *Advance*; which is thus expreſt; *adv* joyned, and in the Vowels place *a* is ſet *ns* disjoyned: the next is admire; *adm* joyned and *r* ſet in the Vowels place of *i*; admit, *adm* joyned, and in the Vowels place of *i* place *t* disjoyned: and this Table I place for this Reaſon, that ſo the Learner may obſerve the great advantage of this Rule if rightly obſerved.

CHAP. VI.

COntains the Examples of the marks for the beginning and ending of long words, called Prepoſitions and Terminations, and theſe are to be got as perfect as the Letters of the Alphabet, ſo that you may be able to write any of them without looking upon your Copy.

In which the Learner is with much eaſe furniſhed for great variety of words, which otherwiſe would have took him much time and pains to contrive.

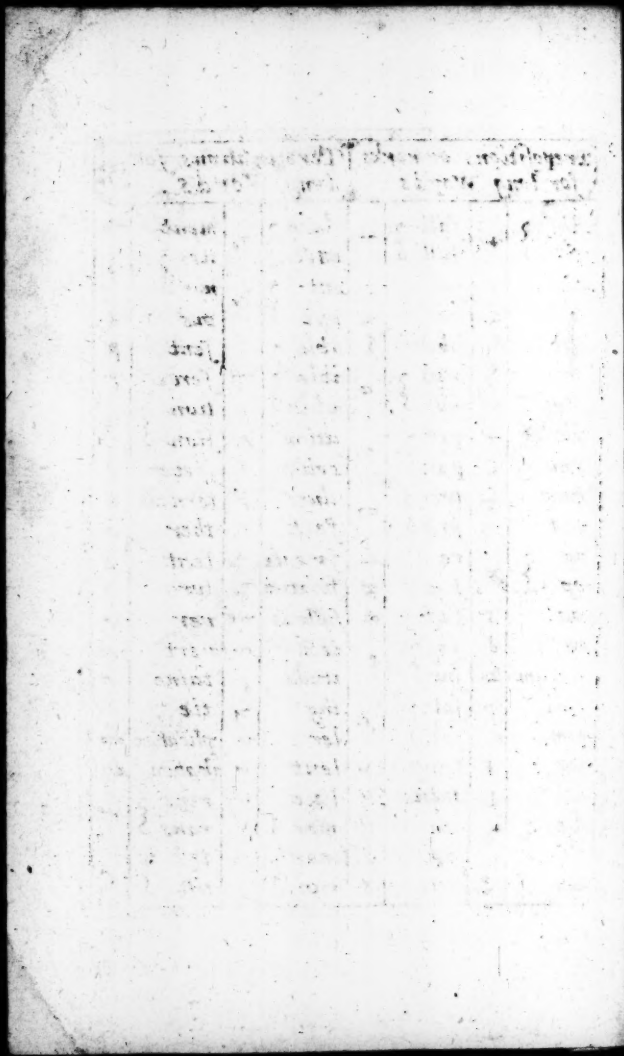
CHAP. VII.

Contains a Table of Examples of words,

COntained in the following Pages, in which you may ſee how theſe marks joyned with the Alphabet, are to the beſt advantage improved in the abbreviating of long words.

Obſerve that the former Rule of words writ with the double Conſonants, and the obſervation of the Vowels places is, but the ſame in words of one Syllable or more, ſo that when a word begins with a Prepoſition

Prepositions or marks for long Words.				Terminations for long Words.			
Abs		fall		Ance		ment	
obs		full		ence		nes	
act		for		ant		nis	
adm		im		ent		ous	
afl		liber		able		sent	
aft		mess		ible		serve	
alm		miss		uble		tion	
alt		per		ation		sion	
am		par		ceive		soever	
amp		pre		dure		ternall	
ant		pro		fect		ther	
ap		re		ference		tent	
op		sup		fication		ture	
as		suff		fullnes		ver	
at		ser		iect		vert	
circum		sur		itude		taine	
com		sal		ing		tie	
con		sol		ler		plication	
cor		temp		lent		ikation	
col		trans		litie		rens	
de		vn		mer		rans	
di		vp		mar		test	
dis		vt		mor		tist	



on and the reſt of the word be made up of a Conſonant, then that Conſonant muſt be joyned to it, as in theſe Examples, to write alway your all is thus firſt ſet down, *w* being the Conſonant, draw it in the bottom without removing the Pen: *alw* then expreſs the Vowel *a* by a Tittle over the vvord thus, alvvay, to vvrite apply, your *ap* is thus, *l* being the Conſonant followving, joyn it to the foot of *ap*, thus , then in the place of the Vovvel *i* put a tittle thus apply, and ſo to any other, which by obſervation of the Table which you have ready drawn up, by variety of Examples will appear.

And the vvriting over of theſe followving Pages, if carefully obſerved, will in a fevv days compleat your knovvledge of this Rule.

CHAP. VIII.

COntains ſeveral Rules for Abbreviation by omitting Letters, and ſometimes vvhole Syllables in vvords.

A in feat, ſeat, meat, Heaven.
B in tomb, womb.
C in Schoole, acquitted.
D in lodge, verdg.
E in emtie, enſue.
G in ſtreight, weight.
H in Church, inhabite.
I in juice, neither.
K in lack, ſuck.
L in balm, calfe.
N in ſolemn, condemn
O in trouble, People.
P in tempted, empty.
S in Baptiſm, Iſle.
T in reflect, Object.
V in tongue, Builder.
W in wrong, wrath, ſloweth.
Y in Prayer, day, lay.

In ſome words Syllables may be left out, as in theſe, for *Vehement* write *Vement*, for *Abraham* write *Abram*, for *Vitual* write *Vitel*, Sometimes Letters may he changed for others, as in *Pharaoh* it may be writ with *F* inſtead of *Ph*, thus *Faroh*, and ſo of *Philip* ſet *Filip*, in the end of a word *f* is ſounded ſometimes like *ugh*; as in theſe, *Rough* write *Ruf*, for *Tough* write *Tuf*, *k* is ſounded ſometimes like *ch*, as in *Hierarchy*, for which write

write *Hierarky*, for *Choler* write *Koler*, *x* hath the ſound of divers double Conſonants, and may be writ in their ſtead; as in theſe, *Axes*, *Axident*, &c.

CHAP. IX.

Obſervations for the writing of the Names of the Books of the Old and New Teſtament.

THeſe being frequent in the writing of Sermons, your beſt way is to have your Book ruled, a Stroke down the ſide to write your Quotations, and for the Names of the Books, the two firſt Letters of their Names will be ſufficient; as for Example, for *Geneſis gn thus* *Exodus xd* thus and ſo of the reſt.

Alſo for your Doctrins, Reaſons, Uſe, Motives, Arguments, Objection and Anſwer, ſet them on the ſide where your Quotations ſtand with the Text and Proofs, all which write thus.

Text		*Argument*	
Doctrine		*Proof*	
Reaſon		*Objection*	
Uſe		*Anſwer*	
Motive			

CHAP. X.

Of the use of Pointing in this Art.

THose that are skilful in this Art, know there is no necessity of Pointing or observing Stops, unless at the beginning of a new Matter.

But for the benefit of young beginners these directions may suffice.

At the end of a Sentence either leave a Distance or put a full Period thus (.) but place it a little lower than the Line thus (.) to avoid mistakes.

The interrogative Point may be used in the common Form as in any other Writing thus (?)

Parenthesis likewise as it is usually expres with two semi-circles thus ( )

Those that in the Writing of such Subjects wherein they would gain room by continuing the Line, may use this mark at the end of one matter before they begin another ∴.

CHAP

Abreviations Added by the two rules ioyned

Abaſed		Backſlide	
abiding		ballance	
abilitie		baptiſm	
abominable		barren	
abounding		battel	
Acceptable		before	
acceſs		beginning	
accompliſh		betroth	
account		bitterneſs	
accurſed		blameleſs	
accuſe		blaſphemie	
actions		bleſſednes	
added		bleſſing	
admoniſh		blinded	
adoption		bodie	
adorne		boldneſs	
adviſe		bondage	
afraid		bretheren	
ages		brightneſs	
agreement		broken	
alive		brother	
alow		bruiſed	
alone		buffet	
altar		building	
amend		burden	
angrie		buriall	
anointed		burning	
apparel		burnt offering	
appearance		buſie bodie	
approved		buſineſs	

Examples of Abreviation of words drawn from the severall Rules joyned together

admonition.		divellish	
blessed		downefall	
blessing		dwellings	
begining		dwelleth	
believeing		edified	
believer		edifieth	
bountiefull		edifieing	
bountifullnes		election	
calling		entered	
called		entereth	
crossed		enterance	
crosses		effectuall	
crossing		effectually	
cursing		evenness	
cursed		evenly	
certainely		followers	
corruptions		follow after	
doeings		holynes	
delightfull		humblenes	
delighteth		heartily	
deligting		hurtfull	
destroyed		house hould	
destroyeth		house houlder	
destroyeing		heareth	

Abhoreth		corrupt	
abuseth		correct	
obiection		collect	
obedience		collidge	
accuse		defame	
accord		defile	
admireable		dietie	
admitance		divine	
allway		dissemble	
alloweance		dispers	
amase		falling	
amiable		falter	
annointed		full fill	
antient		full shure	
appease		forget	
apply		forgiue	
oppose		impaire	
oppress		impute	
assaile		liberall	
assistant		libertie	
attaine		message	
attempt		messinger	
circumcise		mistake	
circumspect		miserie	
compute		persecute	
compaire		pertake	
containe		parable	
contrite		paradise	

Examples of Words [illegible] from the Imperial Dictionary

Examples of Abreviation of words drawn from the ſeverall Rules joyned together

queſtionleſs		ſoberly	
quartered		ſtronger	
remembrãce		ſtrongeſt	
readineſs		thoſe men	
readily		that thinke	
repentance		turne away	
righteouſneſs		tormented	
righteouſly		tormentor	
regardeth		therefore	
regarded		troubleſome	
rewardeth		vouchſafed	
reproved		vnderſtanding	
reproveth		wiſedom	
reprover		wherefore	
ſtandfaſt		whenſoever	
ſpirituall		worldly	
ſeeing		working	
ſelfe love		worſhiping	
ſecret ſinnes		worſhiped	
ſhallow		worſhipeth	
ſeemely		zealous	
ſeeming		zealouſly	

Examples how the Markes for words joyned with the Alphabet are vsed in Abreuiation. (y)

precept		ſurpaſs	
precious		ſurpriſe.	
principall		ſurfit	
priſoner		ſurpaſseth	
profane		ſurmount	
promote		ſalvation	
receive		ſalted	
redeeme		tempted	
reforme		tempte	
reformation		temptation	
refreſh		tranſgreſs	
regard		tranſlate	
remedie		uncleane	
remited		uncomly	
ſubmit		unction	
ſubiect		unfained	
ſubdue		ungodly	
ſuffer		united	
ſuffiſe		union	
ſupper		uniuſt	
ſupply		unſeemly	
ſupport		uncomlyneſs	
ſuppoſe		upright	
ſervant		upbraide	
ſerveth		utter	
ſervis		utterance	
ſerving		uttereth	
ſervice able		uttering	

CHAP. XI.

OBſervations for diſtinguiſhing words that are ſometimes uſed in the Singular, and ſometimes in the Plural number, as *City* and *Cities*, *Apoſtle* and *Apoſtles*, *Devil* and *Devils*, *Enemy* and *Enemies*, *Sin* and *Sins*, *Saint* and *Saints*, and many other to expreſs the Plural number; put a Period behind the Character of the Word and that will ſufficiently diſtinguiſh them, and becauſe I would not have you miſtake, I will give you ſome Examples to which the ingenious may add hundreds.

Sins		*Places*	
Saints		*Pirats*	
Servis		*Signes*	
Pains		*Soules*	
Parts		*Selves*	

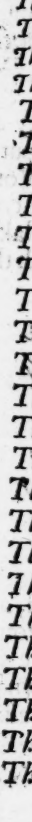
CHAP. XII.

OF Sentences and their Abreviation, and this cannot be practiſed except you be very perfect in the Rules, I ſhall give you ſome Examples by which and your own genius you may inlarge them at your pleaſure,

in

in which you must add to each Sentence *of*, and *the*.

The Kingdom of God
The Kingdom of Christ
The Kingdom of Glory
The Kingdom of the World
The Command of God
The Commands of Christ
The Will of God
The Will of Christ
The Honour of God
The Honour of Christ
The Spirit of God
The Spirit of Christ
The Judgement of God
The Judgement of Christ
The Law of God
The Law of Christ
The Fear of God
The Fear of Christ
The Wickedness of the World
The Love of the World
The Men of the World
The Sins of the World
The Day of Grace
The Day of Glory
The Day of Judgement
The Judgement of the great Day
The Servants of God.



Another way of Abbreviating Sentences by Ideas and Symbolicals, as in Mr. *Jer. Riches* Rules.

The eternal God
death eternal
life eternal
eternal fire
sin no more
the day of the Lord
the house of the Lord
the hand of the Lord
the fear of the Lord
the law of the Lord
the Lords anointed.

above the world
out of the world
live above the world
rule the world
govern the world
overcome the World
Christ over all
Christ in all
Christ before all

These Abbreviations may give light to the ingenious Learner whereby he may furnish himself for any Subject as by these hints.

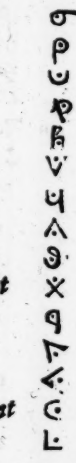
CHAP.

CHAP. XIII.

COntains a new Method how that many Letters may ſtand for words.

As for Example, a Tittle put within a Letter ſignifies *ſent*, *int*, *ent*, *ant*, &c.

point
ſaint
lent
pent
ſhent
vent
gent
ant
ent
excellent
quent
cent
hant
omnicient
intent



Thus of the Letters of which I know good uſe may be made by the Ingenious.

CHAP.

CHAP. XIV.

COntains a Rule by which many Letters of the Alphabet may be turned into words; as in theſe Examples: in which a Daſh ſtruck through the Letter turns it to a Word, as in theſe Examples.

As, er, are, ire, are, our, ther, &c.

Anger
gather
care
dear
fear
ire
cure
labour
other
pure
queſtion
reaſon
ſure
venture
exerciſe

common
attend
contend
appear
admire
accord
anſwer
aſſure
former
pardon
upon
utter
ſupper
ſuffer

By the ſame Rule divers marks for words may be ſo diſpoſed as in the Examples above appear, and many more of theſe kinds with delight.

Rules

Rules varied in Sentential, and Symbolical Contractions under ſeveral Heads, in ſeveral Pages, to which by the ſame Rules many more may be added.

1. With Rules to diſtinguiſh various Words.
2. To Abbreviate Sentences.
3. How with delight to turn Letters into Words.

Then followeth the Characters for Law Terms, and next the Table or Copy to be writ over once in a day or two; and ſeveral Hiſtories out of the Old and New Teſtament.

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Various Rules for Sententiall and Symbolecall Contractions.

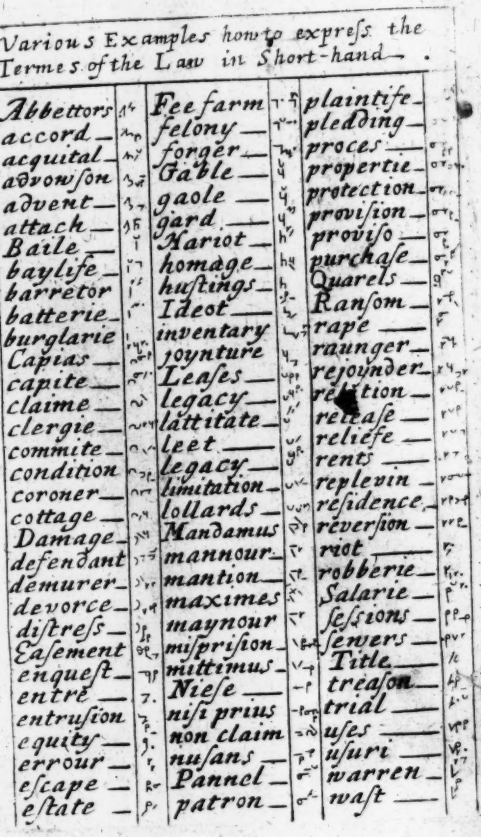
to be joynd to Christ	+	Nothing thus (o) nothing on this side Christ	o +	How to exspress the books in ye Bible	
to be joynd to Antichrist	^+	nothing on this side holyness	o ꝏ	in Genesis	ꝯ
to come to ye people of god	. ꝯ	nothing on this side glory	. ꝯ	in Exodus	ꝯ
to goe from ye people of god	ꝯ .	nothing on this side God	o ꝯ	in Levitecus	ꝯ
to come to the world	. o	be it far from by a title thus		in Numbers	N
to goe from the world	o .	be it far from God	ꝯ .	in Dutreno:	D
above the world	⁝	be it far from Christ	+ .	in Joshua	ꝯ
belowe the world	⁝	be it far from the people of God	ꝯ .	in Judges	ꝯ
above Christ	+			in Ruth	ꝯ
under Christ	+	be it far from ye people of Christ	ꝯ .	in Samuel	ꝯ
in Christ	+			in Kinges	ꝯ
through Christ	✱	before ye people of God	. ꝯ	to depart from evill	e .
above ye law	⁝			to depart from faith	ꝯ .
under ye law	⁝	after ye people of God	ꝯ .	the foundation of faith	ff ꝯ
in the world	⊙			the foundation of the world	ff o
out of ye world	o .	Ignorant of Christ	ꝯ ꝯ	to come to glory	. ꝯ
all over the world	⁝			to depart from glory	ꝯ .
through the world	⊖	Ignorant of the spirit of Christ	ꝯ ꝯ	to come to grace	. 3
				to depart from Grace	
				to come to heaven	. 11
				to depart from heaven	11 .

Variety of Symbollicall, and Sententiall, Contractions newly added

Noahs Arke		even	=	Christ in you	
In the Arke		uneven	=	Christ above you	
Christ is all in all		equall		Christ over all	
		Unequall		christ is	
Christ above all		Great faith		above y^e world	
Christ thorough all and in all		Little faith		Christ is above	
		Great feare		the Devill	
God over all		Little feare		Christ in glory	
God all in all		Great hope		in the midst	
The Cross of Christ		Little hope		in order	
above		thorough grace		out of order	
belowe		The most high God		in prison	
behind		a false God		out of prison	
before		hand in hand		above a prison	
both		hand joyn'd in hand		great repentance	
betweene both				small repentance	
both together		Great knowledg		false repentance	
Christ at the right hand of God		small knowledg		from the top	
		Great Zeale		to the bottom	
		little zeale		severall	
Christ equall with God		the Gospell		small	
		The Great Gospel		inseperable	
God in Christ		The great Judgment		to come in	
Babilon		great ignorance		to god	
Babilonis fallen				to depart	
				from god	
				joyned to sin	

Liberty of Symbolical, and Sa-
cerdotal, Contraction

Various Examples how to expres the Termes of the Law in Short-hand.



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